

⚡ Directions for Administering S.T.A.A.R.S.-W ⚡

1. At the annual IEP meeting, a decision is made whether the student will participate in the state assessment with or without modifications or the alternate assessment. If a student will take the alternate assessment, then the STAARS-W will be administered for the writing assessment.
2. Complete the S.T.A.A.R.S.-W. Assessment Form in the following order:
 - A. Identify one functional standard for **each** indicator in Writing.
 - B. Record the types of documentation: project, assignment, test, journals, portfolio, etc...
 - C. Determine who will be responsible for data collection: Special Education Teacher, Aide, Speech Teacher, parent/guardian, etc...
3. **During the writing assessment week**, collect two samples for each functional standard selected on the S.T.A.A.R.S.-W. Assessment Form.
4. Evaluate the student's samples on the selected functional standards and document on S.T.A.A.R.S.-W. Assessment Form under Evidence of Learning.
8. Score each sample according to the rubric at bottom of the Writing Assessment Form.
9. Average score of both samples per indicator by adding them together, then divide by two.
10. Add up total score for all four indicator averages and divide by four (**Round to the nearest whole number: 2.3 = 2 or 3.5 = 4**). This is the student's Writing Score.
11. Share the Writing Assessment with the student's parent/guardian.
12. One Copy of the Writing Assessment Form will be given to the parent/guardian.
13. Place one copy of the Writing Assessment Form in the cumulative folder.
14. **DO NOT** send the Writing Assessment materials to the South Dakota Department of Education.